



JOB DESCRIPTION

Title: **ASSISTANT CAFÉ MANAGER, P/T**
Department: Golf Course
Class Code: 6055
FLSA Status: Non-Exempt
Effective Date: January 16, 1992 (Rev 11/00)
Grade Number: 3

GENERAL PURPOSE

Under supervision of Café Manager, to assist in supervision and daily operation of the food and beverage operation at Murray Parkway Golf Course.

EXAMPLE OF DUTIES

- *-- Assists manager in supervising, scheduling and training of seasonal employees.
- *-- Operates a variety of specialized food service equipment, i.e. drink dispenser, electric grill, beverage cart, deep fat fryer.
- *-- Prepares, cooks and serves menu items.
- Adheres to strict portion control policy.
- *-- Suggests menu additions, deletions and price changes to the Manager.
- *-- Assists in compliance with Health Department regulations.
- *-- Insures compliance with State liquor laws.
- *-- Responsible for cleaning and general maintenance of the facility and equipment.
- Has understanding and is capable of teaching cash register operation.
- Assume responsibility in absence of Café Manager.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma plus one (1) year experience in the food service industry OR any equivalent combination of education and experience.

Special Requirements

- Must possess a valid food handlers permit from Salt Lake County.
- Must be bondable.
- Must be at least 21 years old.
- Must be available to work any day of the week between the hours of 6:00 a.m. and 10:00 p.m.
- Must have a valid Utah Driver's License.

Necessary Knowledge, Skills and Abilities

- Must possess a basic knowledge of accounting and mathematics.
- Skill in preparing a wide variety of food items.
- Continuous contact with the public with good public relations skills.
- Ability to perform concentrated mental activity.
- Ability to perform under pressure.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT USED

- Calculator; cash register, copy and fax machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.